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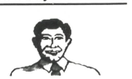
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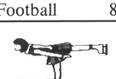
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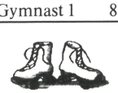
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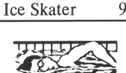
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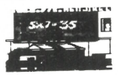
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READY REFERENCE CARD

SPECIAL KEYS

Key	Function
WORKING WITH THE PROGRAM	
← → ↓ ↑	Moves the highlighting in menus left, right, down, or up; cycles through menu choices. (You can also use spacebar to cycle through menu choices.)
return	Selects highlighted menu choices.
Mouse	Selects menu choices pointed at by the mouse arrow on the screen when the mouse button is clicked.
esc	Takes you back to a previous menu, stops the current activity, moves you between the Menu Bar and the Workspace.
⌘ ?	Displays help screens. (To turn off and on extra help screens designed for new users, see *System Setup* on page 65 in the User's Guide.)
WORKING WITH WORDS	
← → ↓ ↑	Moves the cursor over text.
⌘ ← or ⌘ →	Moves the cursor to the beginning or end of a line.
⌘ ↓ or ⌘ ↑	Moves the cursor down or up several lines.
caps lock	When down, capitalizes every letter you type.
delete	Erases the character to the left of the cursor.
return	Ends a paragraph, starts a new line, inserts blank lines.

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SPECIAL KEYS
(continued)

Key	Function
WORKING WITH WORDS *(continued)*	
spacebar	Inserts a space.
shift	Capitalizes the next letter you type or lets you type the top character on a key.
tab	Moves the cursor to the right by inserting five spaces at a time.
⌘ C	In the Body Workspace, begins and ends **Cutting** of lines of text.
⌘ L	Moves text to the **Left** side of the line.
⌘ M	Moves text to the **Middle** of the line.
⌘ P	In the Body Workspace, **Pastes** cut text at the beginning of the line the cursor is on.
⌘ R	Shows and hides **Return** key markers (↵).
⌘ U	Begins and ends typing of **Underlined** text.
⌘ V	Shows a small **View** of entire document.
Mouse	Moves the cursor to the arrow location when the mouse button is clicked.
WORKING WITH PICTURES	
← → ↓ ↑	Moves the selected picture in the Workspace.
⌘ ↓ or ⌘ ↑	Moves the selected picture down or up several lines in the Body Workspace.
F	**Flips** the selected picture one of four ways.
return	Places the selected picture in the Workspace.

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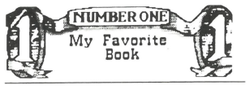

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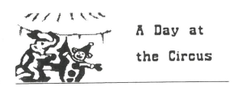

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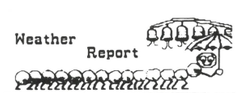

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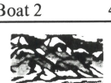
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